# WCPSS School to Career Internship Program INTERNSHIP AGREEMENT

Student Name:			
Organization:			
Supervisor Name & Title:			
Supervisor Email:		_	
Organization Address, City, Zip:			
Organization phone #:		FAX #:	
Internship start date: Internship end date:		# Hours per week:	_
Rate of pay (if applicable):	per	Frequency payment:	

# The Student Intern agrees to:

- 1. Undertake activities that provide a comprehensive view of the organization and that focuses on the roles, responsibilities, and functions of the organization sponsor.
- 2. Agrees to complete honors projects and earn honors internship credit before beginning the internship.
- 3. Communicate desired learning objectives to the Internship Supervisor.
- 4. Consult with the Internship Coordinator bi weekly or as assigned by the Internship Coordinator.
- 5. Be regular in attendance and on time to assigned internship and notify the Internship Coordinator and internship supervisor should accident or illness occur.
- 6. Conform to the regulations of the organization (dress, conduct, etc.)
- 7. Understand that dropping the internship will result in a withdrawal/failure to complete the internship.
- 8. Understand the Internship Coordinator and the organization must give permission to terminate the internship.
- 9. Complete all WCPSS internship credit requirements.
- 10. Abide by any regulations, practices, and procedures of the Wake County Public School System and the Wake County Public School System Internship Program.

### The Internship Coordinator agrees to:

- 1. Review the student intern's learning objectives and internship responsibilities.
- 2. Monitor the student performance during the internship.
- 3. Maintain contact with the internship supervisor.

- 4. Conduct a site visit and schedule meetings as needed with the student to advise the student intern on appropriate behavior, performance standards, and academic information (minimum of 2 times).
- 5. Assess the student intern using the WCPSS internship rubric.

# The Parents/Guardian agrees to:

- 1. Provide transportation for the student to and from the internship location.
- 2. Encourage the student to complete all requirements of the internship program.
- 3. Provide automobile, health and accident insurance for the student.
- 4. Report any concerns regarding internship to the Internship Coordinator.

# The Internship Supervisor agrees to:

- 1. Provide a challenging learning situation for the student intern.
- 2. Assist the student intern with project ideas.
- 3. Assign a mentor to work with the student intern and evaluate all work products.
- 4. Confer with student intern to provide feedback on strengths and areas to be improved.
- 5. Provide the opportunity to work 135 hours within one semester.
- 6. Verify and sign off on the student's work hours.
- 7. Allow the Internship Coordinator (Teia Robinson) to visit the site once during the internship
- 8. Notify the Internship Coordinator if the student intern is not attending the internship promptly and regularly.
- 9. Provide a written evaluation (form provided by WCPSS) of the intern's work.

Student Intern Signature	date	Internship Coordinator	date
Parent/Guardian Signature	date	Internship Supervisor Signature	date